



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	122C	Manual of Requirements for Resource Family Parents	2-13-2012
Subchapter:	5	Personal Requirements	
Section	2	References (N.J.A.C. 10:122C-5.2)	

§10:122C-5.2 References

(a) The resource family parent applicant shall submit contact information for the applicable references specified below in order to receive an initial license:

1. A medical reference, which includes a recommendation from a physician, for each applicant and household member;
2. Three personal references for the applicant(s);
3. An employment reference for each employed applicant;
4. A school or day care reference for each child in the resource family who attends school or day care; and
5. A child care reference for each applicant who has served as a child care provider or as a caregiver for a child placed by another agency.

(b) The medical reference shall meet the following requirements:

1. For each applicant and household member, the applicant shall submit a medical reference from a physician based on the physician's examination of the individual within 12 months prior to the date of completion of the medical reference for initial licensure or within 12 months of the date of completion of the medical reference for renewal licensure.
2. The medical reference source shall provide information needed to assist the Department or contract agency in evaluating the physical and emotional health of the individual. Information in the medical reference shall include, but is not limited to:
 - i. Whether the individual is free from serious contagious disease;
 - ii. Whether the individual has any conditions or residual effects resulting from a particular disease;
 - iii. Whether the individual is in good physical health;

iv. An immunization history if the individual is below 18 years of age;

v. To the physician's knowledge, whether the individual is in good emotional health;

vi. To the physician's knowledge, whether the individual uses any substance, such as tobacco, alcohol or drugs, in a way that affects his or her ability to function;

vii. Whether the individual should not care for or associate with a child in placement;

viii. How long the individual has been a patient of the physician; and

ix. The date of the last physical examination of the individual.

(c) Each personal reference shall meet the following requirements:

1. All personal reference sources shall be unrelated to the individual who is the subject of the reference, and shall possess knowledge that would allow them to attest to the individual's suitability to care for children.

2. At least one personal reference source shall have known the individual for five years or more.

3. At least one personal reference source shall have been, within the last six months, a neighbor of the individual, or a member of the community in which the individual has lived.

4. Applicants from the same household may obtain the same personal reference from outside the household, provided that the source has knowledge of each applicant.

5. The personal references shall provide information needed to assist the Department or contract agency in evaluating:

i. The personal characteristics of each applicant;

ii. The applicant's experience with children and ability to provide love and security to a child;

iii. That the applicant does not engage in activities that may be incompatible with responsible parenting;

iv. The applicant's problem behaviors, such as excessive use of alcohol, poor work history, child abuse, drug abuse, violent behavior, poor money management, compulsive gambling, deviant sexual behavior, mental illness, and criminal activities, if any;

v. The extent to which applicants in a marriage, civil union or domestic partnership are a compatible couple with a strong, loving and stable relationship;

vi. The extent to which the personal reference source would feel comfortable allowing the applicant to care for the source's child permanently; and

vii. The reliability of observations of the home made by the Department and the contract agency representative and reports given by the resource family.

(d) The employment reference shall meet the following requirements:

1. The employment reference source shall be the applicant's employer.

If the applicant states that a current job reference will jeopardize the applicant's employment status, the applicant shall provide a reference from a previous employer.

2. If a current or previous employer is not available, the applicant shall provide a reference from an appropriate alternative such as a recent former teacher or the applicant's supervisor in a volunteer activity.

3. The employment reference source shall provide information needed to assist the Department or contract agency in evaluating the stability and reliability of the applicant.

(e) The school or day care reference source shall provide information needed to assist the Department or contract agency in evaluating the adjustment of the child in school or day care and the role taken by the applicant in the child's education or care.

(f) The child care reference shall provide information needed to assist the Department or contract agency in evaluating the quality of care given by the applicant as a child care provider or as a caregiver for a child placed in the home by another agency.

(g) For each new household member, the resource family parent or applicant shall submit the applicable references as specified in (a) through (f) above.